

**MINUTES  
DELANCO SEWERAGE AUTHORITY  
FEBRUARY 10, 2009**

The meeting was called to order by Mrs. Daley at 7:00 pm.

**ROLL CALL**

Members present: Mr. Dillenbeck, Mr. Fynan, Mrs. Hinkle, Mr. Jenkins, Mr. Lewandowski  
Also present: Thomas Coleman, Attorney, William Kirchner, Engineer, Fred Weller, Exe Dir

**FLAG SALUTE**

The flag salute was led by Mrs. Daley.

**SUNSHINE STATEMENT**

Please be advised that proper notice of this meeting has been given in compliance with the Open Public Meetings Act, P.L. 1975, Chapter 231 in the following manner. Written notice has been published in the January 17, 2009 edition of the Burlington County Times and the Courier Post. Written notice has been posted on the Official Bulletin Board of the Township of Delanco at least 48 hours prior to the meeting.

Mr. Dillenbeck was appointed to the Delanco Sewerage Authority for a term of five years beginning February 1, 2009 until January 31, 2014. Mr. Dillenbeck took the oath of office during the January 13, 2009 Sewerage Authority meeting and qualifies as a member of the Authority for the term established by law.

**ANNUAL REORGANIZATION**

1. Nomination & appointment of officers for 2009:

Chairperson:

Mr. Dillenbeck nominated Mr. Jenkins for the position of Chairperson.

Motion by Mr. Fynan, seconded by Mr. Dillenbeck to appoint Mr. Jenkins as Chairman for 2009  
Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes;  
Mr. Lewandowski, yes

Vice-Chairperson:

Mr. Dillenbeck nominated Mr. Fynan for the position of Vice-Chairperson.

Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to appoint Mr. Fynan as Vice-Chairman for 2009  
Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes;  
Mr. Lewandowski, yes

Financial Liaison:

Mr. Dillenbeck nominated Mr. Jenkins for the position of Financial Liaison.

Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to appoint Mr. Jenkins as Financial Liaison for 2009  
Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes;  
Mr. Lewandowski, yes

Beverly Sewerage Authority Liaison Representative:

Mr. Dillenbeck nominated Mr. Jenkins for the position of BSA Liaison.

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to appoint Mr. Jenkins as BSA Liaison for 2009

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, no; Mr. Lewandowski, yes

Township Emergency Management Board Liaison Representative:

Mr. Dillenbeck nominated Mrs. Hinkle for the position of Emer. Man. Liaison.

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to appoint Mrs. Hinkle as Township Emergency Management Board Liaison Representative for 2009

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes

**ANNUAL RESOLUTIONS**

**CONSENT AGENDA ITEMS:**

("Consent Agenda items are considered to be routine and will be enacted with a single motion. Any item requiring discussion will be removed from the Consent Agenda; all Consent Agenda items will be reflected in full in the minutes.")

**CONSENT AGENDA FOR RESOLUTIONS 2009-03 TO 2009-12**

**RESOLUTION 2009-03**

**FIXING COMPENSATION FOR MEMBERS OF THE AUTHORITY**

WHEREAS, the Township of Delanco Ordinance creating the Delanco Sewerage Authority adopted on March 18, 1947 in Section 3, as amended by Ordinance Number 2002-12, sets a maximum limit of \$1,500.00 that each member shall receive per year; and

WHEREAS, N.J.S.A. 40:14A-5 (d) of the Sewerage Authorities Law allows the Authority to set the annual compensation of each of its members within the limitation set by the aforesaid Ordinance as amended.

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that the compensation that each member of the Authority shall receive for the year beginning February 1, 2009 and ending January 31, 2010 shall be the sum of \$1,400.00.

**RESOLUTION 2009-04**

**APPOINTING SECRETARY/TREASURER AND FIXING COMPENSATION**

WHEREAS, there exists a need for a Secretary/Treasurer;

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that SHARLANN M. DALEY be appointed to the office and position of Secretary/Treasurer for the term beginning January 1, 2009 and thereafter at the yearly salary not to exceed \$33,691.84.

**RESOLUTION 2009-05**

**AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR SOLICITOR AND FIXING THEIR TERM OF OFFICE**

WHEREAS, the Delanco Sewerage Authority (hereinafter "Authority") has a need to acquire a solicitor and the contract is awarded as a "fair and open" process pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500, and

WHEREAS, the anticipated term of this contract is one (1) year expiring January 31, 2010; and

WHEREAS, Mr. Thomas Coleman of Raymond & Coleman, LLP has submitted a proposal indicating he will provide legal services

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that:

SECTION 1: Mr. Thomas Coleman of Raymond & Coleman, LLP be appointed to the office of solicitor for the term of one (1) year expiring January 31, 2010 and thereafter until his successor shall be appointed.

SECTION 2: This resolution or a Notice thereof shall be printed once in the Burlington County Times, as required by law.

SECTION 3: The Authority is authorized to execute on its behalf any individual contracts setting forth the professional services to be performed by the above and the rates of compensation to be paid.

#### **RESOLUTION 2009-06**

#### **AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR ENGINEER AND FIXING THEIR TERM OF OFFICE**

WHEREAS, the Delanco Sewerage Authority (hereinafter "Authority") has a need to acquire a engineer and the contract is awarded as a "fair and open" process pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500, and

WHEREAS, the anticipated term of this contract is three (3) year expiring January 31, 2012; and

WHEREAS, Mr. William Kirchner of Environmental Resolutions, Inc has submitted a proposal indicating he will provide engineering services

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that:

SECTION 1: Mr. William Kirchner of Environmental Resolutions, Inc be appointed to the office of engineer for the term of three (3) year expiring January 31, 2012 and thereafter until his successor shall be appointed.

SECTION 2: This resolution or a Notice thereof shall be printed once in the Burlington County Times, as required by law.

SECTION 3: The Authority is authorized to execute on its behalf any individual contracts setting forth the professional services to be performed by the above and the rates of compensation to be paid.

#### **RESOLUTION 2009-07**

#### **AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR AUDITOR AND FIXING THEIR TERM OF OFFICE**

WHEREAS, the Delanco Sewerage Authority (hereinafter "Authority") has a need to acquire a auditor and the contract is awarded as a "fair and open" process pursuant to the

provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500, and

WHEREAS, the anticipated term of this contract is one (1) year expiring January 31, 2010; and

WHEREAS, Mr. Robert Stewart of Inverso & Stewart has submitted a proposal indicating he will provide auditing and accounting services

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that:

SECTION 1: Mr. Robert Stewart of Inverso & Stewart be appointed to the office of auditor for the term of one (1) year expiring January 31, 2010 and thereafter until his successor shall be appointed.

SECTION 2: This resolution or a Notice thereof shall be printed once in the Burlington County Times, as required by law.

SECTION 3: The Authority is authorized to execute on its behalf any individual contracts setting forth the professional services to be performed by the above and the rates of compensation to be paid.

#### **RESOLUTION 2009-08**

##### **APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, there exists a need for a Public Agency Compliance Officer;

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that SHARLANN M. DALEY be appointed to the office and position of Public Agency Compliance Officer.

#### **RESOLUTION 2009-09**

##### **APPOINTING SEWER TAX SEARCH OFFICER FOR THE SEWERAGE AUTHORITY**

WHEREAS, there exists a need for a Sewer Tax Search Officer for the Sewerage Authority;

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that SHARLANN M. DALEY be appointed to the office and position of Sewer Tax Search Officer.

#### **RESOLUTION 2009-10**

##### **RESOLUTION DESIGNATING OFFICIAL NEWSPAPER FOR LOCAL PUBLICATION FOR THE DELANCO SEWERAGE AUTHORITY**

BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, in the County of Burlington and State of New Jersey that the Burlington County Times, a local newspaper published daily in the Township of Willingboro, in the County of Burlington, and State of New Jersey, and circulating in the Township of Delanco, be and hereby is designated as the official newspaper for the publication of legal notices, resolutions, audits or notices of any kind. Also, the Courier Post, a newspaper published daily in the County of Camden and State of New Jersey and circulating in the Township of Delanco, be designated as a subsidiary official newspaper for any such publications deemed necessary to publish in a second newspaper.

## **RESOLUTION 2009-11**

### **DESIGNATING DELANCO FEDERAL SAVINGS BANK, BENEFICIAL BANK AND COMMERCE BANK AS DEPOSITORIES OF CERTAIN FUNDS OF THE DELANCO SEWERAGE AUTHORITY**

WHEREAS, N.J.S.A. 40:4-63 provides that monies held in any separate fund shall be treated as monies held in trust for the purposes for which separate fund was created and shall not be diverted to any other purpose.

NOW, THEREFORE BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey that:

Section 1 Delanco Federal Savings Bank, Beneficial Bank and Commerce Bank shall be designated as depositories for such accounts of the Sewerage Authority.

Section 2 All disbursements from the General Account shall be made by checks signed by the authorized members of the Delanco Sewerage Authority and Treasurer. All disbursements from the Payroll Account shall be made by checks signed by the Treasurer. All disbursements from the Money Market Account shall be made by checks signed by the Treasurer.

## **RESOLUTION 2009-12**

### **ANNUAL CASH MANAGEMENT PLAN**

WHEREAS, this plan is established to comply with the requirements of N.J.S.A. 40A:S-14 and to provide a guide to officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the Delanco Sewerage Authority, County of Burlington.

NOW, THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Delanco Sewerage Authority be and hereby is adopted:

a. The Board of Directors shall annually designate the legal depositories for all funds. The resolution may be amended or supplemented from time to time as the members deem necessary. Such resolution shall be deemed a part of the Cash Management Plan.

b. The Board of Directors shall annually establish the required signatories to all bank accounts.

c. All funds received by any official or employee shall be deposited within 48 hours to an interest bearing account in the name of the Delanco Sewerage Authority, County of Burlington.

d. All revenues received by the Treasurer shall be deposited to interest bearing accounts in the legal depositories.

e. The following funds shall not be required to be maintained in interest bearing accounts:

1. Change Funds

2. Petty Cash Funds

3. Payroll Funds

4. Trust funds to the extent that the deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of funds.

5. Checking accounts established for the express purpose of paying bills approved by the Board of Directors. The balances in those funds shall be kept at the minimum amount required for the orderly operation of the account.

6. Compensating balances maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the Board of Directors.

f. No Authority funds shall be disbursed by the Treasurer prior to approval of the Board of Directors except for:

1. Debt Service Payments

2. Payroll turnovers to agencies

g. All persons submitting a claim for payment from Authority monies shall present a detailed bill of items or demand, specifying how the bill or demand is made up, with the certification of the party claiming payment that it is correct.

h. All claims approved for payment shall carry a certification of an official or designated employee of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.

i. All claims approved for payment by the Authority shall be recorded in the minutes of the Authority meetings which shall upon approval of the minutes, be open to the public.

j. Payment of claims shall be by check drawn on the Authority, signed by the Chairman and countersigned by such other official or officials as designated by resolution.

k. The Authority shall, by resolution passed by not less than a majority of the full membership, designate the manner in which and the time in which salaries, wages or other compensation for services shall be paid.

Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to adopt Resolutions 2009-03 through 2009-12

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes

#### **APPROVAL OF MINUTES:**

Motion by Mr. Dillenbeck, seconded by Mr. Fynan to approve the January 13, 2009 meeting

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes

#### **TREASURER'S REPORT:**

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to accept the Treasurer's report for January

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes

#### **PAYMENT OF BILLS:**

Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to approve the payment of bills totaling \$32,528.91

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
EFTPS	Electronic Federal Tax Payment System	3,034.94
EFTPS	State of New Jersey	391.31
TEPS	P.E.R.S.	919.12
TEPS	NJ State Health Benefits Program	1,188.14
TEPS	NJ State Health Benefits Program	779.99
2555	ABB Inc	612.53
2556	AFA Protective Systems, Inc	158.00
2557	All Industrial Safety Products	69.95
2558	Burlington County Times	38.72
2559	Courier Post	39.93
2560	Delanco Sewerage Authority	11,239.60
2561	Environmental Resolutions, Inc	1,114.47

2562	Gary's Tire Service Inc	434.00
2563	Joseph J. Hays	636.80
2564	J. Westphal Electrical Contractor Inc	1,968.00
2565	Nextel Communications	113.15
2566	One Call Systems Inc	31.70
2567	Orfe, Bernard Sr	225.00
2568	Perfect Services Co	3,995.00
2569	Petty Cash	59.29
2570	PSE&G	1,681.47
2571	Vera Taylor	96.40
2572	TC Irons Insurance Agency	3,410.00
2573	Township of Delanco	117.30
2574	USA Mobility	17.21
2575	Verizon	156.89
	<b>TOTAL</b>	<b>\$32,528.91</b>

## **OLD BUSINESS**

1. Engineer's Report: Mr. Kirchner thanked the Authority for the reappointment.

a) Road Projects (TV and grouting): Mr. Kirchner submitted his recommendations from the results of the TV inspections and the estimated cost to complete the repairs is over \$35,000.

### **RESOLUTION 2009-13**

#### **A RESOLUTION OF THE DELANCO SEWERAGE AUTHORITY, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY TO AUTHORIZE MR. WILLIAM KIRCHNER OF ENVIRONMENTAL RESOLUTIONS, INC TO PROCESS THE INVITATION TO BID FOR REPAIRING SEWER LATERALS AND PIPES AS A RESULT FROM THE TELEVISION INSPECTIONS**

WHEREAS, the Delanco Sewerage Authority has determined a need to address Richard Avenue, Edward Avenue, Pine Street, Second Street, Orchard Avenue and Washington Street as areas in the Township with excessive infiltration; and

WHEREAS, the Delanco Sewerage Authority has agreed to authorize Mr. William Kirchner, engineer, to process the invitation to bid for repairing sewer laterals and pipes as a result from the television inspections; and

WHEREAS, Mr. Kirchner will conduct and coordinate the bid opening with the Authority Secretary; and

WHEREAS, Mr. Kirchner will return to the Authority with the results

NOW, THEREFORE, BE IT RESOLVED, by the Delanco Sewerage Authority to authorize Mr. Kirchner to process the invitation to bid for repairing sewer laterals and pipes on Richard Avenue, Edward Avenue, Pine Street, Second Street, Orchard Avenue and Washington Street as areas in the Township with excessive infiltration as a result from the television inspection and conduct and coordinate the bid opening with the Authority Secretary and return to the Authority with the results

b) Creek Road realignment project: Mr. Kirchner reported there is nothing new.

c) Jevic Force Main: Mr. Kirchner reported the agreement has not been received back.

d) Escrow projects: Rivers Edge continues to break laterals and has depleted their escrow funds. Creekside needs to address their issues and has depleted their escrow funds. The Crossings has nothing new. Powerhouse requested Mr. Kirchner to revisit their fair share calculations. A discussion ensued and the fair share will remain at \$139,955.07. It has come to

the Authority's attention that Powerhouse plans to build a paint booth on their property and their stormwater collection trench drains into the sewer system. A discussion ensued and Mr. Weller will inspect the property and report at the next meeting.

2. Beverly Sewerage Authority Meeting Report: Mr. Weller reported Mr. Haan was reappointed, BSA purchased a mower for \$6,800 and discussed starting joint meetings with the two (2) authorities. Mr. Weller stated the rest is for executive session.

3. Operator's Report: Mr. Weller reported the flows are up slightly because of the snow melting.

4. Changes to sewage bills: With the new consumption date changes that were adopted at the December meeting, Mr. Weller proposed a 1,000 gallon allocation for this year only to offset the extra water that may be used between September 20 and October 20. A discussion ensued and the Authority will decide at the March meeting whether to approve this proposal.

#### **NEW BUSINESS:**

1. The Authority discussed the following connections:

1107 Coopertown Road built a modular home and then tore down the existing home. They will not be required to pay a fair share because it is still only one (1) residential home. They will not be required to connect because they are more than 500 feet from the sewer line. 2405 Burlington Avenue paid their connection fee but has not connected.

#### **MEETING OPENED TO THE PUBLIC**

Mr. Jenkins opened the meeting to the public.

Jack Hoefle, 44 Pennington Ct, asked in regards to the new billing changes if sprinklers could be turned on earlier in the spring and Mrs. Daley confirmed that residents may turn their sprinklers on earlier in the spring. Mr. Hoefle stated this wasn't figured to do anything with sprinklers, this was to change it to be the same as Beverly Sewerage Authority. Mrs. Daley stated this was done to get the consumption dates closer to the bill date and in doing the research discovered it is the same as BSA. Mr. Lewandowski confirmed the changes had nothing to do with BSA. Mr. Hoefle stated residents will have to get their irrigation timers acclimated to the new dates.

#### **MEETING CLOSED TO THE PUBLIC**

Since there were no further comments, Mr. Jenkins closed the meeting to the public.

#### **RESOLUTION 2009 - 14 EXECUTIVE SESSION**

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to approve Resolution 2009 - 14 to go into Executive session pursuant to N.J.S.A. 10:4-12 to discuss Contractual Matters

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to return to public session

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes

Motion by Mr. Lewandowski, seconded by Mr. Dillenbeck to write a letter to Delanco Township Committee requesting a meeting in closed-executive session to discuss contractual matters

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to adjourn the meeting

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes